

RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

LOCAL EDUCATION AGENCIES

Amend the records retention and disposition schedule for Local Education Agencies by changing the disposition instructions for Item 21, Insurance Policies File, in Standard-1. Administration and Management Records; by changing the disposition instructions for Item 8, Insurance Policies File, in Standard-3. Legal Records; and by changing the description for Item 57, Withholding Tax File, in Standard-2. Budget and Fiscal Records, as shown on substitute pages 4, 17, and 14 dated July 26, 1999.

Amend all disposition instructions that include the phrase "Destroy...if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved," to read:

"Destroy ...if no claim, audit, or other official action involving the records has been initiated. If official action (excluding litigation) has been initiated, destroy in office after completion of action and resolution of issues involved. (Also see Item 22, **Litigation Case File, in Standard-1. ADMINISTRATION AND MANAGEMENT RECORDS.**)"

APPROVAL RECOMMENDED

Jeffrey J. Crow, Director
Division of Archives and History

APPROVED

Michael E. Ward
Superintendent of Public Instruction

Betty Ray McCain, Secretary
Department of Cultural Resources

July 26, 1999

20. **INDEX FILE.** Location listings of specific information or records.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

- *21. **INSURANCE POLICIES FILE.** Insurance policies listing specific terms and conditions of coverage for buildings, liabilities, fire, vehicles, workers' compensation, and other related activities or property.

DISPOSITION INSTRUCTIONS: Destroy in office 6 years after termination or expiration of policy if no claim, audit or other official action involving the records has been initiated. If official action (excluding litigation) has been initiated destroy in office after completion of action and resolution of issues involved. (Also see item 22, page 4 **STANDARD-1 ADMINISTRATION AND MANAGEMENT RECORDS, LITIGATION CASE FILE.**)

22. **LITIGATION CASE FILE.** Correspondence and legal records concerning cases in which the local education agency is a party. (Comply with applicable provisions of G.S. §132-1.1 regarding confidentiality of legal records.)

DISPOSITION INSTRUCTIONS: Transfer to Litigation File (item 10) in Standard 3, Legal Records, when reference value ends.

23. **MANAGEMENT STUDIES FILE.** Internal studies conducted by administrators.

DISPOSITION INSTRUCTIONS:

- a) Transfer studies with obvious historical value to the Histories File (item 19) after 3 years.
- b) Destroy in office remaining records after 3 years.

24. **MEETINGS FILE.** Notes, memorandums, electronic tape recordings, and all other records (excluding minutes and agendas) for all types of meetings.

DISPOSITION INSTRUCTIONS: Destroy in office after approval of official minutes.

25. **MINUTES FILE.** Official copies of minutes of committees, commissions, and boards. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS:

- a) Transfer all unmicrofilmed, signed minutes to the State Records Center to be microfilmed for security and returned.
- b) Transfer official signed photocopies of future minutes to the State Records Center after each meeting to be microfilmed for security.
- c) Retain in office original minutes permanently.

26. **ORGANIZATION CHARTS FILE.** Charts indicating administrative lines of responsibility.

DISPOSITION INSTRUCTIONS:

*Shown as amended on July 26, 1999

49. **SALES TAX FILE.** Records concerning the collection of sales and use taxes from various sources in an agency. File includes ledgers or journals, computer printouts listing amounts collected, and other related records.
- DISPOSITION INSTRUCTIONS:** Destroy in office after 3 years and when released from all audits, whichever occurs later.
50. **TELEPHONE LOGS (BILLINGS) FILE.** Logs used to record telephone calls, charges, and costs.
- DISPOSITION INSTRUCTIONS:** Destroy in office when released from all audits.
51. **TIME REPORTS FILE.** Reports detailing time spent on program elements of the local education agency.
- DISPOSITION INSTRUCTIONS:** Destroy in office when administrative value ends but within 6 years.
52. **TRAVEL REIMBURSEMENTS FILE.** Requests for reimbursement for travel and related expenses.
- DISPOSITION INSTRUCTIONS:** Destroy in office when released from all audits.
53. **TRAVEL REQUESTS FILE.** Requests for travel authorization and related correspondence.
- DISPOSITION INSTRUCTIONS:** Destroy in office after 1 year.
54. **VEHICLE MAINTENANCE FILE.** Records concerning the use and maintenance of agency vehicles. File includes maintenance schedules, mileage logs, and other related records.
- DISPOSITION INSTRUCTIONS:** Destroy in office when released from all audits.
55. **VOUCHER REGISTERS FILE, GENERAL EXPENSE AND PERSONAL SERVICE.** Voucher registers listing payment of funds for general expenses or personal services.
- DISPOSITION INSTRUCTIONS:** Destroy in office after 3 years.
56. **VOUCHERS FILE, VARIOUS FUNDS.** Vouchers providing verification of payments from various funds.
- DISPOSITION INSTRUCTIONS:** Destroy in office after 3 years.
- *57. **WITHHOLDING TAX FILE.** File consists of W-4 forms detailing payroll withholding exemptions (state and federal) for each employee.

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6. **EASEMENTS FILE.** Records concerning the county's right to limited use of private property. File includes copies of easements, correspondence, and other related records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

7. **EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) FILE.** Records concerning local education agency compliance with federal EEOC regulations. File includes rules and regulations, compliance reports, correspondence, and other related records. (Information in file does not relate to specific legal cases.)

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

- *8. **INSURANCE POLICIES FILE.** Insurance policies entered into by the local education agency for coverage for buildings, liabilities, fire, vehicles, workers' compensation, and other related topics.

DISPOSITION INSTRUCTIONS: Destroy in office 6 years after termination or expiration if no claim, audit, or other official action involving the record has been initiated. If official action (excluding litigation) has been initiated, destroy in office after completion of action and resolution of issues involved. (Also see item 22, page 4 **STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS, LITIGATION CASE FILE.**)

9. **LEASES FILE.** Leases, with supporting documents, entered into by the local education agency.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after termination or expiration if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

10. **LITIGATION FILE.** Records concerning litigation in which agency is a party. File includes legal opinions and briefs, correspondence, affidavits, photographs, medical reports, records of appeals, and other related records used in preparing proceedings. (Portions of file may be considered confidential in accordance with G.S. §132-1.1.)

DISPOSITION INSTRUCTIONS:

- a) Retain in office official copy permanently.
- b) Destroy in office reference or duplicate copies 3 years after case is closed.

11. **OATHS OF OFFICE FILE.** Oaths of office taken by agency officials.

DISPOSITION INSTRUCTIONS:

- a) Transfer official copy to clerk of superior court immediately.
- b) Destroy in office reference copies 3 years after official termination.

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